

OFFICE OF THE CLERK  
**UNITED STATES COURT OF APPEALS**  
FOR THE FIRST CIRCUIT

RICHARD CUSHING DONOVAN  
CLERK

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UNITED STATES COURTHOUSE  
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**NOTICE OF AMENDMENT TO**  
**INTERNAL OPERATING PROCEDURE II(A)**

The Judicial Conference of the United States, at its March 2009 session, approved a policy that asks courts to (1) create an attorney admission form that gathers sufficient information to allow the court to verify the state bar admission status of an applicant, and (2) implement a procedure to verify that the information on the form is correct. To comply with this policy, the court has updated its attorney admission form and implemented a verification process which may take up to 14 days.

Pursuant to 28 U.S.C. Section 2071 (e), the court has determined that there is an immediate need to amend Internal Operating Procedure II (A) to take account of this change. A copy of the amended internal operating procedure is attached. Additions are noted in *italic* print; deletions are noted in ~~strikeout~~ print.

These amendments are effective immediately. The court hereby invites public comments on this amendment. Comments should be received by July 20, 2009, and addressed to:

Office of the Clerk, U.S. Court of Appeals for the First Circuit  
John Joseph Moakley United States Courthouse  
1 Courthouse Way, Suite 2500  
Boston, Massachusetts 02210

June 19, 2009

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Richard Cushing Donovan  
Clerk of Court

## Internal Operating Procedure II. Attorneys

- A. **Admission.** Attorneys seeking admission *to the bar of the First Circuit Court of Appeals* should obtain an application from the court's website at [www.ca1.uscourts.gov](http://www.ca1.uscourts.gov) or write to the Clerk's Office. The admission fee imposed by Local Rule 46.0(a)(1) is \$50.00. There is an additional \$150.00 admission fee prescribed by the Court of Appeals Miscellaneous Fee Schedule, promulgated under 28 U.S.C. § 1913. The combined fee of \$200.00 should be paid in a single check or money order, made payable to: "Clerk, United States Court." *Qualified Attorneys can* should mail the completed application, along with the admission fee to the Clerk's Office. *Once verification of the application is complete, which may take up to 14 days, for processing and a Certificate of Admission will be returned by mail. Incomplete applications will not be considered. Requests to be admitted During court week, attorneys may also apply for admission in person at the Clerk's Office at least one hour prior to the start of the session and will be admitted in open court or otherwise as the court shall determine. See Federal Rule of Appellate Procedure 46 and Local Rule 46.0(a): must be made on the application form and will be allowed at the court's discretion. Successful applicants to be admitted in court will be electronically notified of the time and place of admission. Such applicants will receive their Certificate of Admission by mail at a later date.* Where an application raises questions about the applicant's qualification for admission, the Clerk will refer the matter to the Chief Judge. If the Chief Judge concludes that denial may be warranted, the matter will be referred to a panel for determination.